

Superior Court of California
County of San Luis Obispo



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Departments: (805 Area Code)
Accounting: 781-5675
Civil: 781-5677
Court Operations: 781-5248
Family Law: 781-5706
Family Court Services: 781-5423
Felony: 781-4293
Human Resources: 781-5146
Jury Services: 781-5461
Juvenile: 781-5164
Misdemeanor: 781-5670
Probate Investigators: 781-5424
Traffic: 781-5696

Branch Courts:
Grover Beach: 473-7072
Paso Robles: 237-3080

RECEIVED
CITY MANAGER

MAR 08 2004

CITY OF PASO ROBLES

March 3, 2004

TO: **THE MAYORS AND CITY MANAGERS
OF SAN LUIS OBISPO COUNTY**

SUBJECT: **APPLICATION TO SERVE ON THE
2004-2005 GRAND JURY**

The Superior court would like any citizen who is interested in serving as a Grand Juror to have the opportunity to apply for nomination as a prospective candidate.

The attached announcement gives the general information about how to obtain an application. Also included is a copy of the *Information Form* and an *Application Form* for informational purposes.

It is the Court's objective to inform and obtain applications from a broad cross-section of the community. We hope that you will find this material valuable in informing anyone you would like to have apply. Any help you can provide would be greatly appreciated.

If you have any questions, please feel free to contact me or my staff at 788-7063.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne Hall".

Wayne Hall
Court Executive Officer/Jury Commissioner

WH/cld

Attachments

**PLEASE POST ON YOUR ORGANIZATIONAL
BULLETIN BOARD**

INFORMATION ABOUT THE SAN LUIS OBISPO COUNTY GRAND JURY

What Is The Grand Jury

California's Constitution and laws require the appointment every year of a Grand Jury for each county. In San Luis Obispo County, there are 19 members on the Grand Jury. The Grand Jury is a body of citizens sworn to inquire into County matter of civil concern. The Grand Jury's purpose is to guard the public interest. It gives citizens of San Luis Obispo county a means to participate in the affairs of their local government.

Qualifications To Be A Grand Juror

Qualifications for membership on a California Grand Jury are established in Penal Code Section 893. A Grand Juror must: 1) be a U.S. Citizen; 2) be at least 18 years of age; 3) be a resident in the county for a minimum of one year; 4) be in possession of his/her natural faculties, of ordinary intelligence, of sound judgment, and of good character; 5) possess sufficient knowledge of the English language; 6) not be currently be serving as a trial juror or an elected official; and 7) not have been convicted of a felony or malfeasance in office.

Selection

The goal of the selection process is to guarantee a Grand Jury that is widely representative of the citizens of San Luis Obispo county. Each March the Jury Commissioner publicizes the availability of application forms to those interested in volunteering for service as a Grand Juror. After the application deadline, the applications are reviewed, and the candidates may be invited to an interview to discuss their interests, qualifications and the duties they will be expected to undertake.

The Superior Court judges participate in the selection of 30 applicants that are representative of the five (5) supervisorial districts of the county. The 30 finalists are summoned to the courthouse for the random selection of the Jury. This selection process occurs in the last week of June of each year. The first 19 applicants' names drawn are then charged and sworn. The remaining qualified applicants become Grand Jury alternates. If a member becomes unable to serve during the year, the first alternate is called. Succeeding vacancies are filled in the same manner. Alternates who are not called to service and any unsuccessful applicants are encouraged to apply again. Grand Jurors receive \$15.00 per day plus mileage for each day of attendance for the purpose of conducting Grand Jury business.

What Does The Grand Jury Do

The responsibilities of the Grand Jury are many and diverse; its primary functions include:

1. Civil Oversight Responsibilities: The Grand Jury is divided into committees, each of which concentrates on the careful and diligent investigation of certain departments or functions of local government. These committees visit various facilities, meet with

officials, investigate records and documents, and draw conclusions regarding the operation of local government.

In the course of its investigations, the Grand Jury may hire an independent auditor to examine "fiscal" or "management" records of local government officers, departments, agencies and districts. The Grand Jury may subpoena witnesses to give testimony before its members or to deliver documents for study. After performing these activities, the Grand Jury may submit to the Board of Supervisors its recommendations for improvement of the operation of county government, other governing bodies, and certain elected officials.

The Grand Jury may ask advice of the County Counsel or District Attorney and may discuss problems with the Presiding Judge of the Court. In matters which might not be properly answered by these officials, the Grand Jury may request advice from the State Attorney General.

1. Citizen Complaints. The Grand Jury also serves as the ombudsman for the citizens of the community. The Grand Jury may receive and review complaints by individuals, including private citizens, local government officials, and employees regarding the actions and performances of public officials and/or agencies. Complaints must be submitted in writing and include any supporting evidence available. Members of the Grand Jury are sworn to secrecy and, except in very rare circumstances, neither minutes nor records of its meetings can be subpoenaed by an outside body, thus assuring that all complaints will be handled in an entirely confidential and unbiased manner. If the Grand Jury believes evidence submitted is sufficient, a detailed investigation will be conducted. Grand Jury Complaint forms are available at upon request from the Office of the Grand Jury (805) 781-5188 and the Jury Commissioner's Office (805) 781-5461.
2. Reports. The Grand Jury is required to submit a Final Report to the Presiding Judge of the Superior Court at the end of the fiscal year which summarizes its findings and recommendations. This report is published and distributed to public officials, county libraries and the news media. The effectiveness of the Grand Jury's work is based upon the quality of its recommendations. The County Board of Supervisors, other local governmental bodies, and elected officials must respond to each of the Grand Jury's recommendations within specified time periods. The responses are maintained by the Grand Jury. Those responses received after the published Final Report has been issued are then published in an Addendum by the following Grand Jury.

Thus, the Grand Jury's function is to review the general conduct of government each year to assure honest, efficient government in the best interest of the people. Persons selected for the Grand Jury must make commitment a very high priority throughout the year. It is not uncommon for members to serve three days per week or more.

GRAND JURY APPLICATION

By completing this questionnaire you are consenting to be nominated as a prospective member of the San Luis Obispo County Grand Jury. This questionnaire is to assist the judges of the Courts in compiling a list of nominees which fairly represents a cross-section of our community. You are required by law to answer completely all questions concerning your qualifications. Your answers are confidential and will be given careful and considerate attention. If you are selected as a prospective Grand Juror, you will receive a letter of instruction.

Name _____ Phone: Home _____
Address _____ Work _____
City _____ Birthplace _____
Social Security# _____ Driver's License# _____

QUALIFICATION STATEMENT OF PROSPECTIVE GRAND JUROR

- | | Yes | No |
|---|-----|-----|
| 1. Are you a citizen of the United States? | () | () |
| 2. Are you 18 years of age or older? _____
Birthdate _____ | () | () |
| 3. Have you been a resident of San Luis Obispo County for 1 year or more? How long? _____ | () | () |
| 4. Are you in possession of your natural faculties, or ordinary intelligence, of sound judgment and of fair character? | () | () |
| 5. Have you served as a trial or grand juror in any court of this state during the past year? If yes, when and where? _____ | () | () |
| 6. Have you been convicted of a misdemeanor, felony or any crime involving moral turpitude? | () | () |

Occupation: _____ Employed by: _____
Previous occupation, if you are not currently employed: _____
Education: _____

Do you have a physical condition that would limit your participation? If so, please explain:

(Please turn over and complete the back)

How would you rate your awareness and knowledge of the functions and operation of the San Luis Obispo county government?

Well informed () Basic Understanding () Unfamiliar ()

In order to serve effectively on a grand jury, a minimum of two to three days per week should be anticipated. Are you able to allocate at least this amount of time? Yes () No ()

Related experience: List all occupations/jobs (paid or volunteer) that you feel are related to the position of grand juror or attach a resume.

Please write a brief statement explaining why you wish to serve on the grand jury and state the contribution you believe you could make as a member. You may attach an additional page if necessary.

If selected to serve on the grand jury, would you be willing to serve as a committee chairman or other office? Yes () No ()

Pursuant to Section 896 (a) of the Penal Code:

I declare that I will be available for Grand Jury service for the number of hours usually required in San Luis Obispo County.

(Signature)

(Date)